

# Archivist in a Backpack Supply List

We purchased the items below for our Year 2 (2018-2019) kits; included are suggestions for the number of certain items to include per kit (e.g., three No. 2 pencils from a bulk order of thirty). Pricing can vary dramatically based on supplier discounts or buying items in bulk. However, each of our kits cost around \$175.

Oral History and Archives Kit (Backpack)	
Item	Link
Zoom H1 Bundle with Accessory Pack	<a href="https://www.amazon.com/Zoom-Recorder-Bundle-Accessory-Polishing/dp/B01D5E90EA/ref=sr_1_8?s=electronics&amp;ie=UTF8&amp;qid=1526666717&amp;sr=1-8&amp;keywords=zoom+h1+accessories">https://www.amazon.com/Zoom-Recorder-Bundle-Accessory-Polishing/dp/B01D5E90EA/ref=sr_1_8?s=electronics&amp;ie=UTF8&amp;qid=1526666717&amp;sr=1-8&amp;keywords=zoom+h1+accessories</a>
MicroSD memory card	<a href="https://www.amazon.com/Sandisk-MicroSDHC-Class-Memory-Reader/dp/B004JISIE4">https://www.amazon.com/Sandisk-MicroSDHC-Class-Memory-Reader/dp/B004JISIE4</a>
Notepads (set of 3)	<a href="https://www.amazon.com/Field-Notes-Kraft-Ruled-3-Pack/dp/B0034KDEMO/ref=sr_1_5?s=office-products&amp;ie=UTF8&amp;qid=1518113396&amp;sr=1-5&amp;keywords=field+notes">https://www.amazon.com/Field-Notes-Kraft-Ruled-3-Pack/dp/B0034KDEMO/ref=sr_1_5?s=office-products&amp;ie=UTF8&amp;qid=1518113396&amp;sr=1-5&amp;keywords=field+notes</a>
Thank You Cards & Envelopes (set of 10)	<a href="https://www.target.com/p/10ct-chalk-talk-thank-you-cards-green-inspired/-/A-14299435">https://www.target.com/p/10ct-chalk-talk-thank-you-cards-green-inspired/-/A-14299435</a>
Stamps (block of 10)	<a href="https://www.usps.com/">https://www.usps.com/</a>
Small Backpacks (this is a set of 24)	<a href="https://www.amazon.com/Classic-Inch-Backpack-Colors-Case/dp/B00XLN9CH0/ref=cts_ap_1_vtp">https://www.amazon.com/Classic-Inch-Backpack-Colors-Case/dp/B00XLN9CH0/ref=cts_ap_1_vtp</a>
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ</a>
Archival Sleeves: 8x10 (3 mil archival polyester L-Sleeves, 8.5 x 10.5: EM0810L) (10 pack)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275</a>
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, use a subset for each kit)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690</a>
Archival Acid-Free Folders (100 pack, use a subset for each kit)	<a href="https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&amp;psc=1">https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&amp;psc=1</a>
Cotton Gloves Size Medium (set of 12, include 3 pairs in each kit)	<a href="http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483">http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483</a>
No. 2 pencils (set of 30, include 2-3 in each kit)	<a href="https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpener-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&amp;ie=UTF8&amp;qid=1518110705&amp;sr=1-2-fkmr0&amp;keywords=no2+pencils+bulk">https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpener-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&amp;ie=UTF8&amp;qid=1518110705&amp;sr=1-2-fkmr0&amp;keywords=no2+pencils+bulk</a>
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	<a href="https://www.amazon.com/Uniclife-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&amp;ie=UTF8&amp;qid=1526666158&amp;sr=1-4&amp;keywords=keyring+tag">https://www.amazon.com/Uniclife-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&amp;ie=UTF8&amp;qid=1526666158&amp;sr=1-4&amp;keywords=keyring+tag</a>
Feedback cards	Created via VistaPrint - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Oral history question cards	See <a href="http://communitydrivenarchives.web.unc.edu">communitydrivenarchives.web.unc.edu</a> for more details. We used moo.com to create a custom set of business cards with common oral history questions



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Archives Kit (Roller Bag)	
Item	Link
Bag tags - if you're lending items and not using barcoding, you can just include a number for each kit to keep track of them	<a href="https://www.amazon.com/Unicliffe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&amp;ie=UTF8&amp;qid=1526666158&amp;sr=1-4&amp;keywords=keyring+tag">https://www.amazon.com/Unicliffe-Plastic-Window-Assorted-Colors/dp/B01G8L4T74/ref=sr_1_4?s=office-products&amp;ie=UTF8&amp;qid=1526666158&amp;sr=1-4&amp;keywords=keyring+tag</a>
Feedback cards	Created via VistaPrint specifically for our Mellon grant - they ask about favorite items, what they used the kits for, and how users would suggest improving them
Epson Flatbed Scanner (1)	<a href="https://www.amazon.com/Epson-Perfection-V39-photo-Scanner/dp/B00SSXQ7Q2">https://www.amazon.com/Epson-Perfection-V39-photo-Scanner/dp/B00SSXQ7Q2</a>
Blank flash cards (set of 100)	<a href="https://www.amazon.com/note-cards-post-cards-flash-cards-heavy-weight-acid-free/dp/B00UPV7BE2/ref=sr_1_2?ie=UTF8&amp;qid=1518111053&amp;sr=8-2&amp;keywords=acid%2Bfree%2Bflash&amp;th=1">https://www.amazon.com/note-cards-post-cards-flash-cards-heavy-weight-acid-free/dp/B00UPV7BE2/ref=sr_1_2?ie=UTF8&amp;qid=1518111053&amp;sr=8-2&amp;keywords=acid%2Bfree%2Bflash&amp;th=1</a>
Hardshell Roller Bags	<a href="https://www.amazon.com/AmazonBasics-Hardside-Spinner-Luggage-Carry/dp/B071VG5N9D/ref=sr_1_6?ie=UTF8&amp;qid=1518111846&amp;sr=8-6&amp;keywords=roller+bag">https://www.amazon.com/AmazonBasics-Hardside-Spinner-Luggage-Carry/dp/B071VG5N9D/ref=sr_1_6?ie=UTF8&amp;qid=1518111846&amp;sr=8-6&amp;keywords=roller+bag</a>
No. 2 pencils (include 3 in each kit)	<a href="https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpener-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&amp;ie=UTF8&amp;qid=1518110705&amp;sr=1-2-fkmr0&amp;keywords=no2+pencils+bulk">https://www.amazon.com/Dixon-Ticonderoga-Wood-Cased-Pre-Sharpener-13830/dp/B006CSPZK4/ref=sr_1_fkmr0_2?s=office-products&amp;ie=UTF8&amp;qid=1518110705&amp;sr=1-2-fkmr0&amp;keywords=no2+pencils+bulk</a>
Portable Storage Lexar Jump Drive (include 1 in each kit)	<a href="https://www.staples.com/lexar-jumpdrive-s50-16gb-usb-2-0-flash-drive-2pk/product_2071292">https://www.staples.com/lexar-jumpdrive-s50-16gb-usb-2-0-flash-drive-2pk/product_2071292</a>
Cotton Gloves Size Medium (include 3 pairs in each kit)	<a href="http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483">http://www.gaylord.com/Preservation/Book-%26-Pamphlet-Preservation/Repair-Tools-%26-Supplies/Other-Tools-%26-Supplies/Cotton-Gloves-%2812-Pairs%29/p/HYB00483</a>
Artifact tags (100 pack) - part # 58094 - include 10 in each kit	<a href="http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-Tyvek%26%23174%3B-Archival-Tags-%28100-Pack%29/p/HYB01358">http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-Tyvek%26%23174%3B-Archival-Tags-%28100-Pack%29/p/HYB01358</a>
Archival Acid-Free Folders (100 pack)	<a href="https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&amp;psc=1">https://www.amazon.com/gp/product/B000GRA1OM/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&amp;psc=1</a>
Clamshell Box - 10.25 x 15.25 x 3 size (1 per kit)	<a href="http://www.gaylord.com/Preservation/Archival-Storage-Boxes/Gaylord-Archival%26%23174%3B-Blue-Grey-Barrier-Board-Clamshell-Box-with-DuraCoat%26%23153%3B-Acrylic-Coating/p/HYB02319">http://www.gaylord.com/Preservation/Archival-Storage-Boxes/Gaylord-Archival%26%23174%3B-Blue-Grey-Barrier-Board-Clamshell-Box-with-DuraCoat%26%23153%3B-Acrylic-Coating/p/HYB02319</a>
Archival Sleeves: 5x7 (3 mil archival polyester L-Sleeves, 5.5 x 7.5: EM0507L) (10 pack)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275?mpcCode=ZZ</a>
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Archival Sleeves: 12x17 (3 mil archival polyester L-Sleeves, 12.25 x 17.5: EM1217L) (10 pack)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/3-mil-Archival-Polyester-L-Sleeves-%2810-Pack%29/p/HYB01275</a>
Document Sleeves: 1 - 2 mil Polyethylene Envelopes, 11W x 14H, (100 pack, include 10 in each kit)	<a href="http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690">http://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/2-mil-Polyethylene-Envelopes-%28100-Pack%29/p/HYB01690</a>

